

SECRET

SECURITY INFORMATION

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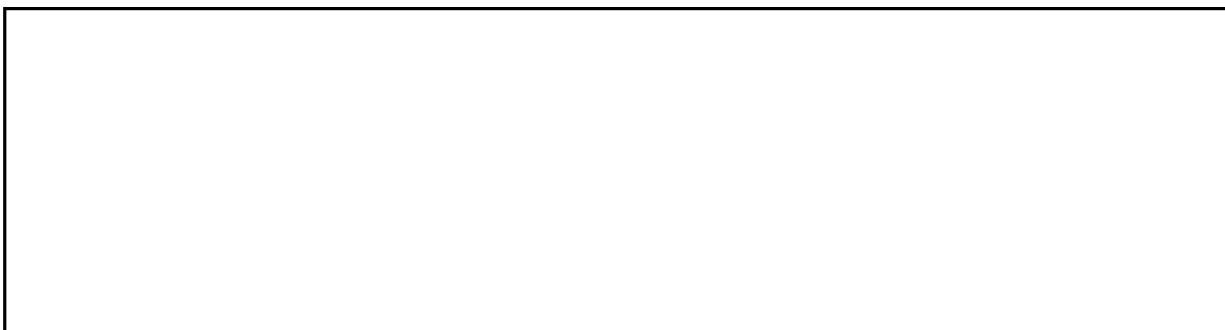
Office Memorandum • UNITED STATES GOVERNMENT**CONFIDENTIAL**

DATE: 12 October 1951

TO : Advisor For Management
FROM : Chief of Procurement
SUBJECT: Assignment of Administrative Pool Positions

1. Reference is made to telephone conversation of 8 October 1951 relative to the five remaining positions beneath the ceiling of total personnel allocated to the Procurement Office.

2. Request is made for the immediate assignment of three of the subject five positions. Positions to be included in the Administrative Pool, and the grades and classifications to be as subsequently indicated:

Office Of The Chief of Procurement

25X1

b. Messenger (Control Group) - GS-3

Incumbent to perform regular messenger duties and accomplish special pick-ups of petty cash purchases and small rush procurement items.

The Procurement Office has a particular and urgent need for the full-time assignment of a messenger. In this respect a request was submitted to Administrative Services for the detail of a messenger. Administrative Services in response indicated their inability to provide the service, and suggested that this office submit a request for an additional T/O position.

Supply Division (Office of The Chief)

a. Assistant to The Chief - GS-12

The Assistant position is requested for the purpose of accomplishing administrative detail which has been and is fast exceeding the capabilities of present personnel, and which consequently is encumbering the office of the Chief in its supervisory capacity.

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